



TENTH JUDICIAL DISTRICT
WAKE COUNTY
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November 24, 2020

From: Hon. Paul Ridgeway, Senior Resident Superior Court Judge
Hon. Debra Sasser, Chief District Court Judge
Hon. Lorrin Freeman, District Attorney
Hon. Blair Williams, Clerk of Superior Court
Hon. Chris Graves, Chief Magistrate
Mr. Deonte Thomas, Public Defender
Ms. Kellie Myers, Trial Court Administrator

CIVIL COURT OPERATIONS: November 30 – December 4, 2020

In an effort to plan ahead during these unpredictable times, we are releasing this information prior to the Thanksgiving holiday. However, please understand that court schedules and operating hours are subject to change on short notice, as we make adjustments to stay as safe as possible. Parties and attorneys must visit the Wake County COVID-19 Updates page for the most current information regarding the operations of our courts during this pandemic: <https://www.nccourts.gov/locations/wake-county/wake-county-coronavirus-covid-19-updates>.

The information below applies only to civil court and clerk operations in the Wake County Courthouse, located at 316 Fayetteville Street, Raleigh, NC. Criminal court sessions and court personnel are located in a different court facility, the Wake County Justice Center, and are not impacted by the changes below.

DISTRICT COURT – CIVIL DIVISION

The following District Court Civil courtrooms in the Wake County Courthouse will be closed on Monday, November 30 and Tuesday, December 1, 2020. Normal operations are expected to resume on Wednesday, December 2, 2020.

- Domestic Courtrooms (2A, 2B, 2C, and 2D). Family Court will reschedule all matters on these calendars. Emergency matters should be handled as provided in the Clerk of Superior Court section below. (Note: the November 2020 Family Court Update is available on the website above)
- General Civil Courtroom (9C). The Civil District Case Coordinator will reschedule all trials. New calendar requests will need to be submitted to reschedule all motions. Any motions to stay an eviction in which a writ of possession has been issued should be handled as provided in the Clerk of Superior Court section for emergency filings below. (Note: the November 2020 Civil District Court Update is available on the website above)

All other District Court Civil Courtrooms in the Wake County Courthouse will remain open without any reduction in operation at this time: Juvenile Delinquency (4B); Juvenile Abuse/Neglect/Dependency (4C); Civil Domestic Violence (5A); IV-D Child Support (5D); and Involuntary Commitment Hearings (Remote).

District Court Arbitration hearings will be heard without any reduction in operation, beginning Monday, November 30, 2020. Attendees are to report to Courtroom 10B to check-in.

MAGISTRATE AND SMALL CLAIMS

- All Small Claims court proceedings will be heard without any reduction in operation, beginning Monday, November 30, 2020.
- Magistrate's Court located at the Wake County Detention Center is open 24/7/365 and operations will continue as normal including the issuance of Arrest and Search Warrants, Initial Appearances, Bail Transactions, Involuntary Commitment Orders, Juvenile Petitions, Secured and Non-Secured Custody Orders.
- Weddings are performed Monday –Effective 11/30/2020, all weddings will be performed by appointment only at the Wake County Justice Center in Courtroom 901.

CLERK OF SUPERIOR COURT – CIVIL DIVISION

Wake County Clerk of Superior Court Civil Division in-person services will be temporarily reduced, until at least December 2, 2020, as the court ensures that we all stay as safe as possible. While it is anticipated that the Civil Division will reopen on December 2, 2020, individuals should confirm the most current information and hours prior to visiting the Courthouse: <https://www.nccourts.gov/locations/wake-county/wake-county-coronavirus-covid-19-updates>.

The limited number of staff working will be dedicating their efforts to continuing cases, processing urgent drop box filings, and responding to email questions and copy requests. As their attention will be focused on the direct needs of the court during this time, your patience and understanding is appreciated. Staff will respond as promptly as possible, but attorneys and parties are strongly encouraged to not wait until the last minute to file or seek assistance.

- Civil District, Civil Superior, and Small Claims filings will be accepted by drop box or by mail only.
 - Filings by mail should be sent to: PO Box 351, Raleigh, NC 27602.
 - Drop boxes are located on the first floor of the Wake County Courthouse.
 - Every document dropped in the boxes will be stamped filed by 5:00 p.m. on the business day it was dropped *if the document contains proper payment*, if required.
 - Filed copies will be returned to attorney courthouse boxes or via USPS if a self-addressed stamped envelope is included with the documents to be filed. The Civil Division will return file-stamped copies as quickly as possible.
 - Documents that are file-stamped may not be keyed into the system as quickly as during full operations. The volume of filings and reduction in staffing does not currently allow for individual confirmation of acceptance and filing.
- Emergency filings (e.g., TRO, family court, and motions to stay) will be accepted by appointment only. Appointment requests shall be submitted by email to: WakeCourtHotline@nccourts.org.
- Domestic Violence (50B & 50C) filings will be accepted on the 5th floor of the Wake County Courthouse only.
- Public File Access requests (copies of files) will be accepted by email only, as follows:
 - CIVIL: WakeCivilClerk.FileRequest@nccourts.org
 - CRIMINAL: WakeCriminalClerk.FileRequest@nccourts.org
 - ESTATES: Wake.Estates.CopyRequest@nccourts.org
 - SPECIAL PROCEEDINGS: Wake.SP.CopyRequest@nccourts.org

SUPERIOR COURT – CIVIL DIVISION

While our office remains open at this time, staff schedules will be adjusted to allow people to work remotely, so e-mail is the preferred method of communicating about your matter. We ask that you not deliver hard copies to our office because we will not timely receive the delivery. We appreciate your consideration and patience during this time.

2020 Motion Settings. All remaining court sessions will be conducted remotely, via Webex. Per the statewide Superior Court Master Calendar, there will be no civil superior court sessions during the weeks of December 21 and December 28, 2020. Requests for emergency matters shall be sent to Lisa.R.Tucker@nccourts.org.

2021 Motion Settings. Motions may be set for hearing on any weekly court session. Calendar request deadlines will be *three weeks prior to the first day (Monday) of the session of court requested*. Parties should refer to the Spring 2021 superior court judge assignments and weekly court sessions on the Superior Court Master Calendar as the session schedule: <https://www.nccourts.gov/documents/publications/superior-court-master-calendar>.